



# HIMACHAL PRADESH PUBLIC SERVICE COMMISSION

Examination-2025

Advertisement Number : **16/1-2025** ,Closing Date for Application : **25/02/2025 11:59PM** and Closing Date for Fee : **25/02/2025 11:59PM**

**Dated : 29/01/2025**

Online Recruitment Applications (ORA\*) are invited from desirous and eligible candidates for recruitment to 01 (UR), post of Assistant Professor (Neurosurgery), Class-I (Gazetted) (on regular basis) in Dr. RPGMC, Tanda, District Kangra in the Department of Medical Education & Research (H.P.).

## **A. IMPORTANT INSTRUCTIONS:-**

1. The candidates must read instructions carefully, which are available on website of the Commission before applying for the post(s) concerned.
2. The candidates must ensure their eligibility in respect of category, experience, age and essential qualification(s) etc. as mentioned in the advertisement by uploading copies of certificates of Essential Qualification, Matriculation certificate as age proof, and Experience Certificate (where required) to avoid rejection of their candidature after the closing date.
3. The candidates should possess requisite essential qualification(s) prescribed for the post(s) for which he/she wants to apply as mentioned in Eligibility Criteria of this advertisement on the closing date of ORA and are required to upload the requisite documents on the OTRS portal.
4. No in service (regular service) candidate will be interviewed unless he/she produces NOC (No Objection Certificate) from concerned employer.
5. Examination Fee once paid will not be refunded.
6. The candidates must mention their e-mail & mobile No. correctly in their Online Recruitment Application for receiving alerts and messages relating to Examination.
7. The candidates should also give their Aadhar No. (optional) in the appropriate field of the ORA.
8. Disputes, if any, shall be subject to Court jurisdiction at Shimla.

**Note:- The entry into the examination venue shall be closed 30 minutes before the scheduled commencement of the examination.**

## **B. List of documents to be uploaded on the OTRS portal by the candidate:-**

1. Matriculation certificate for age proof.
2. Degree certificates along with Marks Sheets of all years / Consolidated mark sheet in support of Educational Qualifications.
3. Experience certificate(s) wherever required.

**Post Details**

Sno.	Name of dept	Name of post	No. of posts	Category Wise No. Of Posts	Pay scale
1	MEDICAL EDUCATION AND RESEARCH	ASSISTANT PROFESSOR (NEUROSURGERY)	1	UNRESERVED =1	Rs.37400-67000 + (G.P. 8900)

**Essential Qualification(s)**

i) A recognised medical qualification included in the first or second Schedule or Part-II of the third Schedule (other than Licentiate qualifications) to the Indian Medical Council Act, 1956, now National Medical Commission Act, 2019. Holders of Educational Qualification included in Part-II of the third Schedule should also fulfil the conditions stipulated in sub-section (3) of Section 13 of Indian Medical Council Act, 1956 now National Medical Commissions Act, 2019.

ii) A post-graduate degree in the concerned speciality mentioned in Part-A of Annexure-II or its equivalent qualifications.

iii) At least 3 years teaching experience as Lecturer/Registrar/Demonstrator/Resident after doing post-graduation in the concerned speciality in any recognized Medical College.

Note: Two/Three years degree course while doing D.M./M.Ch shall be counted as teaching experience for the purpose of appointment as Assistant Professor (Super -Speciality).

Extract of Part-A of Annexure-II

M.Ch. Neuro Surgery 2/3 years course as recognized by M.C.I. after M.S. Surgery, or M.B.B.S. and 5 years direct course leading to M.Ch. Neuro Surgery.

**Desirable Qualification**

(i) Knowledge of customs, manners and dialects of Himachal Pradesh and suitability for appointment in the peculiar conditions prevailing in the Pradesh (ii) Publication of research papers in Index Journals

**C. ELIGIBILITY CONDITIONS:**

1. The date of determining the eligibility of all candidates in terms of essential qualification(s), experience, if any, shall be reckoned as on the closing date for submission of Online Recruitment Applications through ORA portal.
2. For recruitment to the post(s) to be filled up on the basis of experience, it will be necessary for the candidates to have the required experience for determining his/her eligibility after acquiring the requisite essential educational qualification(s) or as per the notified provision(s) of the Recruitment & Promotion Rules, as the case may be.
3. The decision of the Commission regarding eligibility etc. of a candidate for admission to Personality Test or selection will be final and no correspondence / personal enquiries will be entertained.
4. Onus of proving that a candidate has acquired requisite degree/ essential qualification by the stipulated date, shall be on the candidate and in the absence of proof to the contrary, the date as mentioned on the face of certificate/ degree or the date of issue of certificate/degree shall be taken as date of acquiring essential educational qualification. No extra opportunity shall be provided to the candidates to produce appropriate certificates at the time of personality test(s).
5. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the candidature/Online Application is liable to be rejected.

**NOTE:-** All candidates, whether already in Government Service, Government owned industrial undertakings or other similar organizations or in private employment should apply to the Commission through Online Web portal. Persons already in Government service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under Public Enterprises are however, required to inform their Head of Office/Department that they have applied for the Examination. They are also required to submit an undertaking on prescribed proforma that they

have informed in writing their Head of Office/Department that they have applied for the Examination. The candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/ appearing in the examination, their candidature is liable to be cancelled.

**D. AGE- 45 years & below.**

Provided that the upper age limit is relaxable by five years for candidates belonging to the Scheduled Castes/Scheduled Tribes/ Other Backward Classes/ Persons with disabilities and Children/Grand Children of Freedom Fighters of Himachal Pradesh as declared by the Govt. from time to time. The age relaxation for these categories shall be admissible only if there is a post reserved for these categories.

**Age of a candidate shall be reckoned as on 01-01-2025.**

**NOTE I:** Candidates should note that only the date of birth as recorded in the matriculation/ Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the Commission and no subsequent request for its change will be considered or granted.

**NOTE II:** Candidates should also note that once a date of birth has been claimed by them and entered in the records of the Commission for the purpose of admission to an examination, no change will be allowed subsequently (or at any other examination of the Commission) on any grounds whatsoever.

**NOTE III:** The candidate should exercise due care while entering their date of birth in respective column of the application Form. If on verification at any subsequent stage, any variation is found in their date of birth from the one entered in their Matriculation or equivalent examination certificate, suitable action will be taken against them by the Commission under the Rules.

**CLARIFICATION:**

Five years relaxation in upper age limit is admissible only to the Bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P./W.F.F. of H.P./Persons with disabilities of Himachal Pradesh. For H.P. Govt. employees and Ex-Servicemen of H.P.; age relaxation is as per Government's instructions issued from time to time. The age relaxation for bonafide S.C. of H.P. / S.T. of H.P. / O.B.C. of H.P. /W.F.F. of H.P./ Persons with disabilities of Himachal Pradesh/ Ex. Servicemen of H.P. is available only if there is a post reserved for these categories.

## E. HOW TO APPLY:-

Detailed instructions for filling up Online Recruitment Application (ORA) are available on the website of the Commission i.e. “<http://www.hppsc.hp.gov.in/hppsc>”.

1. Desirous/eligible candidates have to apply online through official website of the Commission i.e. <http://www.hppsc.hp.gov.in/hppsc>. Applications received through any other mode would not be accepted and will be rejected straightaway.
2. The desirous and eligible candidate may visit the official website of the Commission (<http://www.hppsc.hp.gov.in/hppsc>) and click on the link “Apply Online” on the Home Page. On the opened page the candidate will click on the link “One Time Registration (OTR) for Examinations” and on the opened page will register and create his / her profile by clicking on “New Registration” if not registered already. After registration or if already registered the candidate will have to log into his / her account in OTR page. Once logged in, the list of live advertisements will be displayed to the candidate on the dashboard. Candidate will apply for a particular post through this portal only. The application of the candidate will be submitted only after uploading of requisite documents as per advertisement. Before submission of application, the candidate will have to give an undertaking/ declaration that:- **“It is certified that I have checked the preview of all the requisite uploaded documents and I am satisfied that documents are legible, readable and true. That I shall not object to rejection of my candidature based on the sole reasons of uploaded documents being non-readable/ poor quality of scanning.”**
3. **No further opportunity will be given to the candidates for submission of any documents after the submission of online recruitment application.**
4. An application submitted in online mode shall be deemed to have been successfully submitted only after payment of fee has been acknowledged and the fee is credited to the account of the Commission.
5. Online Recruitment Application (ORA) once submitted shall not be allowed any change except change of category as per procedure laid down in Rule 5(iv) of Himachal Pradesh Public Service Commission (Procedure and Transaction of Business ) Rules, 2023" (As amended upto 30.10.2024).
6. Application without scanned latest photograph or signature shall be rejected straightaway.

## Examination Stations/Cities

SHIMLA

Note-1: The centre(s) for holding the examination(s) are liable to be changed at the discretion of the Commission. However, every effort will be made to allot the examination centre(s) of their choice to the candidates. But, the Commission may, at its discretion, allot a different centre to a candidate when circumstances so warrant.

Note-2: In case of CBT (Computer Based Test) examination centre(s) shall be allotted to the candidates at the discretion of the Commission i.e. on the basis of availability of Computer Test Lab, anywhere in the State of H.P.

## F. EXAMINATION FEES:-

The detail of fees is as under:-

Sr. No.	Category	Fees
1.	Male candidates of General, General Physically Disabled (orthopedically disabled, Deaf & Dumb and Hearing Impaired), Economic Weaker Section (EWS) (not included in BPL category), Wards of Freedom Fighter categories (WFF) and General – Ex-Servicemen of Himachal Pradesh who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	600.00
2.	Candidates of Other States (including reserved category(s) candidates of other states.)	600.00
3.	Male candidates of SC, ST, OBC and EWS covered under UR – BPL categories of Himachal Pradesh and Ex-Servicemen candidates of Himachal Pradesh belonging to SC, ST and OBC categories who are relieved from the Defence Services on their own request before completion of their normal tenure of service under the Government of India.	150.00
4.	1. The Ex-Servicemen male candidates of Himachal Pradesh who are relieved from the Defence Services after completion of their normal tenure of service under the Government of India and the Blind and Visually Impaired male candidates of Himachal Pradesh are exempted from paying the examination fee.  2. Female candidates.	No fee  No fee

**NOTE-I:-** If any candidate belonging to any of the Reserved categories intends to avail fee concession but there is no post reserved for such categories, they shall have to upload the category certificate in support of their claim.

**Note-II:-** While filling in his/her Application Form, the candidate should carefully decide about his/her choice for the Centre for the examination.

#### G. MODE OF PAYMENT:-

The desirous & eligible candidates shall pay the examination fee fixed category-wise online by Debit Card/Credit Card/UPI/ any other online digital mode, as the case may be, on or before the prescribed closing date for submission of Online Recruitment Applications on the OTR portal. While making payment the candidate(s) shall pay specified amount only after accepting the "Terms and Conditions to apply online". Fee once paid shall neither be refunded under any circumstance nor can it be held in reserve for any other examination or selection.

**NOTE :** Candidates should note that payment of fee can be made only through the modes prescribed above. Payment of fee through any other mode is neither valid nor acceptable. Applications submitted without the prescribed fee/mode shall be summarily rejected.

#### H. ADMISSION/ REJECTION:-

1. Incomplete Online Recruitment Applications (ORA) submitted without requisite examination fee/fictitious fee, scanned photograph & scanned signatures of prescribed size, will be rejected straightaway.
2. The candidates who have paid requisite fees and uploaded all supporting documents will be allowed to appear in the Screening Test/ Personality Test on their claim basis.

**Note :-** Original certificates will have to be produced at the time of personality Test. If their claim is found to be incorrect; besides rejection they may render themselves liable to suitable action by the Commission.

#### I. E-admit cards :-

No admit cards will be sent by post and provisionally admitted candidates shall have to download their respective e-admit cards along with instructions for the concerned examination from the official website of the Commission. Therefore, the candidates are advised to remember their User ID(s) and password(s) earlier created by the candidates in OTR in order to login for downloading their respective e-admit cards. The provisionally admitted candidates will have to paste a passport size photograph duly self attested / attested by a Gazetted Officer on the space provided on the downloaded e-admit cards, failing which he/she will not be allowed to appear in the Preliminary Examination, in any condition/ circumstances, whatsoever.

#### J. SELECTION PROCESS:-

Stage	Stage Name
1	SCREENING Test & DESCRIPTIVE SUBJECT APTITUDE TEST

**Scheme of Examination:**

Selection to the Posts/ Services where no selection procedure has been prescribed in the respective notified Recruitment and Promotion Rules will be done as per selection procedure mentioned below.

(i) The selection will be done by the Commission by subjecting the applicants to two types of written papers/ tests to be conducted on the same day in two sessions, followed by a Personality Test in the following manner:

**a) Paper-I**

A Computer Based Test (CBT) or Offline Screening Test of one hour duration as per detailed syllabus as available on the official website of the Commission having 100 marks consisting of objective type Multiple Choice Questions (MCQ) with negative marking for incorrect/ wrong answers as follows:-

I.	General knowledge of Himachal Pradesh= 30 Marks
II.	General knowledge of National and International Affairs = 30 Marks
III.	Knowledge of Hindi language = 20 Marks
IV.	Knowledge of English language = 20 Marks

**b) Paper-II**

A descriptive Subject Aptitude Test (SAT) of three hours duration having 120 marks as per the syllabus to be decided by the Commission from time to time.

Provided that test shall be conducted in a single slot with same question paper and in different slots with different sets of question papers depending upon the total number of candidates who have to take the test and the number of computer terminals available to the Commission at the particular date for Computer Based Screening Test. Also both the Papers will be conducted on the same day in morning and evening sessions at any place in Himachal Pradesh as per decision of the Commission.

Based on the merit of Paper-I, the answer sheets of Paper-II of the candidates shall be evaluated as per the given table. No candidates securing zero or negative marks in Paper-I shall form part of merit list:

No. of Posts	No. of Answer Sheets to be evaluated
Upto 25	20 times the number of vacancies advertised
26 and above	500 +05 answer sheets for every subsequent post

(ii) If the ratio between the number of eligible candidates and the posts advertised is below 20, the eligible candidates will only be required to appear for Paper-II followed by Personality Test.

(iii) “Both in the Computer Based Test (CBT) and offline Test (objective type) each question will be followed by four (A, B, C, D) answer options and one option ‘E’ in case candidate does not want to answer the question. There shall be negative marking in all the objective type screening tests /examinations (CBT or Offline Test). The candidate will have to click or encircle / blacken with blue / black ball pen on the circle adjacent to the option he / she thinks is correct in the computer or in OMR answer sheet as the case may be. No answer will be left blank. In case the candidate does not want to answer a question to avoid negative marking he/she shall have to encircle / blacken the option ‘E’. If any answer is left blank and none of the option is clicked / encircled then it will also result in negative marking.

(iv) The answer key of CBT (Objective Type) shall be uploaded online on the “MY EXAMINATION MY ONLINE REVIEW” in the User IDs of all appeared candidates while that of offline test, shall be uploaded on the website of the Commission. For inviting objection(s) from the appeared candidates, a time period of 05 (five) days excluding the day of publishing of answer key shall be given to them to submit their objection(s) with supporting documents/references. **A non-refundable fee of Rs. 100/- per objected question will be charged from the candidates.** The objections have to be filed in online mode only through the HPPSC website by uploading the supporting documents. No other mode shall be entertained and no objection shall be entertained/considered without depositing the requisite fees.

(v) The received objection(s), if any, will be got verified from the Subject Expert / Paper Setter. Based on the opinion / decision of the Subject Expert / Paper Setter to the objection(s) raised by the candidates, the revised answer key shall be prepared and finalized. In respect of the scrapped question(s) no credit to appeared candidates shall be given and passing marks will accordingly be proportionally reduced. The final answer key alongwith question paper shall be uploaded on the website of the Commission after the declaration of the result. No objection(s)/ representation(s) shall be entertained against the final answer key.

(vi) In case of SAT, if there is any discrepancy in the question paper due to typographical / printing error or question being

out of syllabus and the same is noticed by the Commission after the conduct of examination or pointed out by the candidates within 05 (five) days of examination, the same shall be got verified from the Subject Expert / Paper Setter. Based on the opinion of the Subject Expert / Paper Setter to the objection(s) final decision shall be taken.

(vii) In case of bilingual papers, if there is any difference in English and Hindi version of the question and answer option, the English version shall be treated as correct and final.

**Note:-** There shall be negative marking in all the objective type screening tests/ examinations (Computer Based Test or Offline Test) including those conducted under the notified rules where there is no specific mention about it in the rules as detailed below:-

1. For each question for which a wrong answer has been given by the candidate, one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
2. If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct and there will be same penalty as above for that question also i.e. one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
3. If a question is left blank i.e. no circle is clicked or encircled/ blackened by the candidate, there will be same penalty as above for that question also i.e. one fourth (0.25) of the marks assigned to that question will be deducted as penalty.
4. Where there are two correct answers instead of one correct answer out of four options (A,B,C,D) of a question, all those candidates, who will click or encircle/blacken any one of these two correct answers will be awarded marks allotted to that question.

(viii) Minimum pass marks in the Subject Aptitude Test (SAT) to qualify for the Personality Test shall be 35% for the candidates of General category and 30 % for the candidates of reserved categories. Those securing less than the prescribed marks will be disqualified and will not be considered for the remaining selection process.

(ix) After finalization of answer key of Paper-I the candidate responses of CBT of each candidate in case of Computer Based Test will be evaluated and in case of offline Test the OMR answer sheets of the candidates shall be scanned in the OMR Scanner and evaluated by using the final answer key. Based on the merit of Paper-I, the Paper-II shall be evaluated to prepare category-wise zone of consideration in the following ratio.

No. of Posts advertised	Ratio for category wise zone of consideration for scrutiny of documents
1 to 10	1:5+3
11 and above	1:5

(x) After scrutinizing the online recruitment applications category-wise / post-wise properly, the candidates fulfilling the prescribed eligibility criteria shall be admitted and the candidates not fulfilling the prescribed eligibility criteria shall be rejected provisionally.

(xi) The list of rejected candidates shall also be uploaded on the official website of the Commission as well as individually against their USER ID. SMS alert /e-mail shall also be sent to such candidates. The provisionally rejected candidates(s) will be allowed time of 10 (ten) days including Sunday and holidays to submit their representations, along with requisite documents, either through e-mail or in person only. The same shall then be scrutinized and all record concerning scrutiny will be put up before the Commission for approval and the decision of the Commission in this regard shall be final. No objection(s)/ representation(s) shall be entertained against the final rejection.

(xii) After decision of the Commission on such representations, the list of finally rejected candidates shall be uploaded on the official website of the Commission as well as individually against their USER ID. No separate correspondence shall be made. Examination fee will not be refunded to the candidate whose applications stand rejected by the Commission for any reason(s).

(xiii) Written test shall be followed by a Personality Test. The original documents of the candidates admitted provisionally to appear in the Personality Test/Document Verification shall be checked/ scrutinized on the day of Personality Test/Document Verification. The Personality Test shall be of 30 marks and be held only in the Commission's office at Shimla. Minimum pass marks in Personality Test shall be 40% i.e. 12 marks for the candidates of general category and 30% i.e. 09 marks for the candidates of reserved categories.

(xiv) Normally four eligible candidates for a single post and three eligible candidates for every subsequent post will be declared qualified for appearing in the Personality Test on the basis of Computer Based Test/ Offline Test (objective or descriptive). If, the number of qualified candidates in a particular category is fewer, then all of them will be called for Personality Test. In case there is a tie between or amongst the candidates on account of having obtained equal minimum cut off marks in the test all such candidates shall be called for the Personality Test. Marks obtained by the candidates in the SAT (120 marks) plus marks in the Personality Test (30 marks) would determine their final ranking / selection.

Provided that in exceptional case(s) the method of selection to the advertised post(s) shall be decided by the Commission as it may deem fit.

#### **K. Other Conditions:-**

1. The marks obtained by all candidates (successful / Unsuccessful) in Screening test (CBT / Offline) / Written (Pre.) Examination / Written (main) Examination and marks given to all candidates in Personality test including cut-off, shall be displayed on the official website of the Commission, after 15 days of sending the recommendation to the Appointing Authority / Government and will be live on the website of this Commission for three months after uploading the marks on the website.
2. The eligibility of candidate(s) called for the Personality Test will be determined on the basis of original documents produced on the day of Personality Test and the Commission will not be responsible if the candidature of any candidate is rejected at that stage or at the time of verification by the Appointing Authority. As such, admission to the Screening Test/ Examination/ Personality Test shall be purely provisional.
3. If any candidate appears in the Screening Test at the centre other than the allotted centre, his / her candidature will be rejected straightway and no correspondence will be entertained in the matter.
4. The number of vacancies to be filled on the basis of this Screening Test may increase or decrease.
5. Summoning of the candidate(s) for Personality Test conveys no assurance whatsoever that they will be selected or recommended. Appointment orders to the selected candidate(s) will be issued by the appropriate Appointing Authority.
6. Re-checking/ re-evaluation, for the written examination(s)/ Screening Tests (Computer Based Test/ Offline Test) will not be allowed in any case.
7. It may be ensured by the candidates before submitting the applications that furnishing of false information and documents or suppression of any factual information in the application form would entail disqualification. If the fact that false information / document(s) has been furnished or that there has been suppression of any factual information in the application comes to the notice at any time during the service of a person, his service would be liable to be terminated.
8. Contract/Casual/adhoc/ daily rated/ work charged employees do not need to produce NOC from the concerned employer. The candidates who are in Government service (regular service) may apply to the Commission alongwith requisite examination fees with information to their Head of Departments / Employer for issuing NOC. Any candidates, who are in regular Government Service or Government owned Industrial service, will not be allowed to participate in the process of document verification unless he/she produces NOC from the concerned employer.

#### **L. Syllabus**

Detailed syllabus of Paper-II ( **Descriptive Subject Aptitude Test** ) will be uploaded on the official website of the Commission shortly for which link will be provided.

#### **M. GENERAL INSTRUCTIONS:**

1. If any person with benchmark disability having disability of 40% or more requires scribe/reader, he/she has to request for the same in writing to the Commission alongwith copy of disability certificate issued by the competent authority atleast seven days prior to the screening test (Computer Based Test/ Offline Test) for the concerned post. Such application will be entertained on merit and as per rules.
2. The SC / ST / OBC / WFF / Physically Handicapped and Ex-servicemen candidates of states other than H.P. should write / encode their category code as 01, because they will be treated as unreserved candidates and upper age relaxation is not applicable to them.
3. The candidates belonging to disabled categories are advised to claim their respective category only if the percentage of disability is 40% or more.
4. The applicant shall upload his/her latest photograph in the space provided in the application form. In case, photograph uploaded on the application of Preliminary examination is found different / varying to that of pasted on the Identity Card for appearing in the Main examination, the candidature of such candidates shall stand cancelled.
5. Candidates are informed that as per Government of H.P. (in the Department of Personnel) notification No.Per (AP-B)B(15)-3/2022 dated 22-03-2023, the examinations conducted by the Himachal Pradesh Public Service Commission will come under the purview of Himachal Pradesh Prevention of Malpractice Act, 1984.
6. A candidate at any stage of examination /selection which shall include final selection and sending recommendation(s) thereof or during the course of examination or any selection process conducted or being conducted may in addition to rendering himself / herself liable to criminal prosecution under relevant laws (in the case of candidate already in service under Government, to disciplinary action and criminal prosecution under the appropriate rules and relevant laws) may be debarred from appearing in any written examination / Document verification/ Personality Test for a period not exceeding 15 years, or his candidature may be cancelled at the discretion of the Commission w.e.f. the



date as may be decided by the Commission, if he or she is found to be guilty of the following::

- (i) obtaining / seeking support for his / her candidature whether in the Examination or Physical Test or Document verification or Personality Test by any means; or
- (ii) impersonating; or
- (iii) procuring impersonation by any person; or
- (iv) submitting false/ fabricated documents or documents which have been tampered with; or
- (v) making statements which are incorrect or false or flouts any Instructions Guidelines, terms and condition, given in advertisements or instructions communicated in any manner or suppressing therein material information at any stage of selection; or
- (vi) resorting to the following means in connection with his / her candidature for the examination, namely:
  - (a) obtaining copy of question paper through improper means;
  - (b) finding out the particulars of the persons connected with secret work relating to the Examination; Evaluation, Physical Test and Personality Test /Document verification,
  - (c) Influencing the Examiners; or
  - (vii) using or attempting to use unfair means in the Examination Hall; or
  - (viii) writing obscene matter or drawing obscene sketches in the scripts; or
  - (ix) harassing, threatening or causing physical injury to the staff engaged in the conduct of Examination or Physical Test or Document verification or Personality Test ; or
  - (x) violating any of the instructions given to the candidates in their admission card or other directives including oral instructions given by the centre supervisor /superintendent or other staff engaged in the conduct of Examination or Physical Test or Document verification or Personality Test ; or
  - (xi) misbehaving in the examination hall including tearing of the scripts, provoking fellow examinees to boycott Examination or Physical Test or Document verification or Personality Test creating a disorderly scene and the like; or
  - (xii) being in possession of or using mobile phone, pager, scanner or any electronic equipment or device or any other equipment capable of being used as a communication device during the Examination or Physical Test or Document verification or Personality Test ; or
  - (xiii) being debarred earlier on the above mentioned grounds by the Union Public Service Commission or any State Public Service Commission or any other government department / recruiting agency including this Commission.
  - (xiv) attempting to commit or, as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses. Provided that no penalty under this Rule shall be imposed except after:-
    - (a) giving the candidate an opportunity of making such representation in writing as he/she may wish to make in that behalf; and
    - (b) taking into consideration the representation, if any, submitted by the candidate within the period allowed to him/ her.

**N. CHECK LIST: VERIFY THE FOLLOWING BEFORE UPLOADING THE ONLINE APPLICATION DOCUMENTS/CERTIFICATES:**

- i. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for Screening Test and Personality Test.
- ii. No representation /correspondence will be entertained against final rejection of candidature.
- iii. That the following documents/certificates are uploaded in support of claims made/ information given in the Online Application:
  - 1. Matriculation certificate for age proof.
  - 2. Degree certificates along with Marks Sheets of all years / Consolidated mark sheet in support of Educational Qualifications.

3. Experience certificate(s) wherever required.

**O. DISQUALIFICATIONS FOR ADMISSION TO THE EXAMINATION(S):-**

No candidate will be eligible for admission to the examination:-

1. If he/ she has been dismissed from any previous Govt./ Semi Govt. service;
2. If he/ she has been convicted of any offence involving moral turpitude or has been permanently debarred/disqualified from appearing in any examination or selection;
3. If he / she is found either directly or indirectly influencing the selection process in any manner; or
4. If he / she is an un-discharged insolvent.

**NOTE:** For more information of candidates, "Himachal Pradesh Public Service Commission (Procedure and Transaction of Business) Rules, 2023" (As amended upto 30.10.2024) is available on Commission's Website.

**P. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES:-**

In case of any guidance/ information / clarification regarding Online Recruitment Applications (ORA), candidates can contact H.P.P.S.C. Reception Counter in person or on Toll Free No.1800-180- 8004 or Ph. No. 0177-2629738 on any working day between 10:00 A.M. to 05:00 P.M. Queries related to online applications can also be mailed by the candidates on e-mail ID “ [hppsc\\_shimla@msn.com](mailto:hppsc_shimla@msn.com)”. No candidate will interact directly with the staff in the Recruitment Sections.

**Q. IMPORTANT NOTE:**

Candidates are advised to visit the Commission’s website from time to time for updates in their own interest.

**ABBREVIATIONS:**

HP: Himachal Pradesh, PSC: Public Service Commission, UR: Unreserved, SC: Scheduled Castes of H.P., ST: Scheduled Tribes of H.P., OBC: Other Backward Classes of H.P., BPL: Below Poverty line of H.P. EWS: Economically Weaker Section of H.P., as declared by the Govt. of H.P. from time to time, Ex-SM: Ex-Servicemen of H.P., WFF: Wards of Freedom Fighters of H.P., Wards of Ex-SM: Dependent sons, daughters and wives of Ex-SM of H.P., PWDs: Persons with disabilities of H.P., VI: Visually impaired, HI: Hearing Impaired, OTRS: One Time Registration System, NOC: No Objection Certificate, EQ: Essential qualification(s) and ORA: Online Recruitment Application.

**Sd/-**  
**(Nivedita Negi), IAS**  
**Secretary**  
**H.P. Public Service Commission**  
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